Call for Expressions of Interest for Project Manager for the TechNet Conference

Deadline for application: 5 April 2020

Background:

The mission of the WHO Department of Immunization, Vaccines and Biologicals (IVB) is to work towards a world in which all people are vaccinated against vaccine preventable diseases.

The overall work of the department is distributed in three main areas:

1. Global Immunization Agenda, strategy & policies to build & harness commitment to action
2. Research & innovation to increase impact of vaccines, technologies & immunization practices
3. Evidence-based introduction & access to vaccine & immunization innovations
4. Optimize immunization delivery to ensure high-impact, sustainable & equitable programmes

The new (EPI) Essential Programme on Immunization Unit is organized into five Teams – Life Course & Integration; Programme Strengthening; Demand & Behavioural Science; Vaccine Supply Chain & Logistics and (VPD) Vaccine Preventable Diseases Outbreak Reduction. This position sits within the Vaccine Supply Chain and Logistics Team which has responsibility for immunization supply chain systems.

Immunization Supply Chain and Logistic Systems (ISCL) are critical to immunization services to ensure the availability of appropriate equipment and an adequate supply of high-quality vaccines and immunization-related materials to all levels of the programme. WHO supports Member States in strengthening national ISCLs that serve as the backbone of routine delivery systems for the National Immunization Programmes, as well as to facilitate the preparation for new vaccine introduction.

TechNet-21 is a global network of immunization professionals committed to strengthening immunization services by sharing experiences, coordinating activities, and helping to formulate optimal policies. TechNet members come from every corner of the world. TechNet is composed of two complementary parts:

- The TechNet Conference
- The TechNet-21.org website

The TechNet Conference enables immunization professionals to meet and discuss the latest developments in immunization practices and policy. It also facilitates the exchange of field experiences and identifies areas that require further investigation. The TechNet Conference gathers together key stakeholders in immunization programmes from around the world: managers of national immunization programmes, WHO and UNICEF staff members, vaccine and cold chain equipment manufacturers, representatives from public health agencies, development partners, academia, and independent experts. Events at the conference are typically organized into plenary and interactive sessions, with a variety of side events including a Manufacturers Marketplace, Innovations Café, and Project Gallery.

The TechNet Conference is held approximately every two years. The most recent conference took place on October 16-20, 2017 at the Hotel Cascais Miragem in Cascais, Portugal. The theme was: "Building the Next Generation of Immunization Supply Chains". For the conference agenda and full list of participants, please refer to the TechNet Conference Guide.
Delivering the TechNet Conference is a 2020 deliverable against the WHO-UNICEF Supply Chain and Logistics Hub grants to WHO from the Gates Foundation, and where specific project management support linked to the planning, preparation, and execution of the meeting is needed, including follow-up communications and report-writing. There is specified funding for consultant services in this grant. In light of the above requirements, a Project Management consultant is being contracted to support the delivery of the TechNet Conference in 2020. This is a high-profile and large-scale conference with approximately 350 participants.

Under the overall supervision of the Team Lead of Vaccine Supply Chain and Logistics (VSCL), the contractor will have the following specific project management responsibilities.

1.1. TechNet Conference Planning Committee (TCPC)

The TechNet Conference is an event co-hosted by the WHO-UNICEF Immunization Supply Chain Hub. Given the size, nature and growing interest of this event, a time-limited multi-stakeholder planning committee has been established with members from WHO, UNICEF, Gates, Gavi, PATH, JSI, Village Reach and CHAI.

The main objectives of the TCPC are to:
1. Define the overall objectives and scope of the TechNet Conference within the confines of the selected theme;
2. Review and provide input in the proposed formal agenda;
3. Propose topics for presentations – particularly for country presentations;
4. Assign roles and responsibilities to lead the organization and execution of specific agenda sessions;
5. Oversee and manage the organization of agenda sessions including identifying presenter and working with presenters to prepare their session.

The contractor will support the VSCL Manager with the Secretariat functions of the TCPC and in particular, with organizing the various calls and meetings, documenting minutes of the discussions.

1.2. Organize the Manufacturer’s Marketplace (MM)

The manufactures corner or trade fair is one of the main side events hosted alongside the TechNet Conference. This is a dedicated space where vaccine, delivery technologies and cold chain equipment manufacturers can showcase their latest innovations and cold chain technologies. In the past, at least 30 manufactures of cold chain technologies, temperature monitoring systems, new delivery devices and vaccine products, attended.

The contractor will support the VSCL Team Lead with the organization of this key side event of the TechNet Conference. The main responsibilities under this area will be to assist with event logistics and liaise with manufacturers and the venue to ensure that event needs are met.

1.3. Organize the Innovations Café (IC) and Poster Gallery (PG)

The Innovations Café (IC) and Poster Gallery (PG) are two separate side events hosted alongside the TechNet Conference.

The IC is an area where innovations in stock management systems, remote temperature monitoring software, supply chain modelling tools and other gadgets are demonstrated. Approximately 25 innovations are selected and where each day of the conference, five (5) are given a space to demonstrate.

The PG is a dedicated space where partners can display posters, videos or other illustrations of innovative supply chain projects in developing countries. Given that space on the formal agenda is limited for everyone to present their work, the Poster Gallery is the space where projects that don’t make it to the formal agenda can still be viewed and presented to participants.

The contractor will support the VSCL Team Lead with the organization of these two side events of the TechNet Conference. The main responsibilities under this area will be to assist with event logistics and liaise
with the venue to ensure that event’s needs are met, as well as with conference participants as it pertains to these two events.

1.4 Support with the development of the Conference Guide

With direction from the TCPC, the contractor will oversee the development and printing of the TechNet Conference Guide by a nominated graphic design agency.

1.5 Liaison with in-country event management team

The contractor will serve as the primary point of contact between the TCPC and the in-country event management team both before, after and during the conference. The event management team and the host venue staff will manage the day-to-day logistics of the conference; however, they will require guidance from the TCPC on specific issues as the need arises.

1.6 Draft TechNet Conference Report

The contractor will support the VSCL Team Lead with the collation of photos, rapporteur reports on each day’s plenary sessions, the (LOP) list of participants, and other relevant material, and provide a draft conference report for finalisation by the VSCL Team Lead.

Key Deliverables

1. Project management support to the TechNet Conference Planning Committee.
2. Successful organization of the Manufacturers Marketplace.
4. Support with the development of the Conference Guide.
5. Liaison with in-country event management team before and during the conference.

Requirements:

- Proven experience of conference event management.
- Good knowledge of immunization topics and key partners in global health.
- At least five years working with international organizations, ideally within the field of immunization.
- Excellent knowledge of English and preferably a good working knowledge of Spanish.

Duration of work

The total period covered for this assignment is between 27 April – 26 November 2020 (seven months).

Timeline:

- Call for Expressions of Interest issued – Monday 16 March 2020
- Deadline for submission of Expressions of Interest – Sunday 05 April 2020
- Award of contract – Monday 13 April 2020
- Commencement of contract – Monday 27 April 2020

The proposal and all correspondence and documents shall be prepared and submitted in the English language.

Proposal:

The proposal should be concisely presented and include the following information:

- Curriculum Vitae (CV).
• Statement of interest.
• Examples of previous related work undertaken.
• Proposed activities with timeline and cost estimate.

Please submit an electronic copy of your proposal via e-mail, including all supporting documentation, to Mr Dan Brigden at email: brigdend@who.int, and also contact him directly regarding any questions on the RFP.